

BROOKINGS PUBLIC LIBRARY

BOARD OF TRUSTEES

September 11, 2025

MEETING MINUTES

The Board of Trustees of the Brookings Public Library met on Thursday, September 11, at 11:45 am in the Historical Room at the Brookings Public Library.

MEMBERS PRESENT: Kathy Miller, Allison Schmitt, Denise Hall

OTHERS PRESENT: Ashia Gustafson, Shane Andreasen

1. Call to Order

Allison Schmitt called the meeting to order.

2. Approval of Agenda

Allison Schmitt approved the meeting agenda with no changes.

3. Approval of Minutes

Allison Schmitt approved the meeting minutes from August 14, 2025.

4. Public Comment on Items Not on the Agenda

5. Other Items & Reports

5.1 Financial Report

Ashia Gustafson presented a review of the 2025 budget through August to the Library board members.

5.2 Librarian's Report

Programming:

Children: Fall programs have begun. Storytimes start the week of September 15. This year's 1,000 Books Before Kindergarten completion party will be September 27. A reading incentive program has begun entitled Reading Dragons and Friends. Kids kindergarten and up can earn collectable, playable trading cards.

Teen: All sessions of Teens in the Kitchen Workshop Wednesday were full all summer. With Anime Club sunsetting, the Graphic Novel Club and Teen Book Club are now offered monthly and have developed regular attendees. Jenny Kluck & Mikaela Neubauer are working on the Fairytale Escape Room which is being offered for ages 12 and up. Jenny Kluck is presenting at the NDLA/SDLA/MPLA Tri-Conference in Grand Forks, ND, in October. Her presentation is titled "Tech-less Teens: Programs to Unplug and Engage Teens," and will focus on programs like Teens in the Kitchen, Workshop Wednesdays, and other programs that encourage teens to put screens away and be present.

Adult: 57 people attended the talk on historic farmsteads. 71 people participated in the Adult Summer Reading Program and completed 1,413 challenges. The Fairytale Escape Room will run September 15 – 17. The 'Learning From Hidden Queer Stories' lecture for LGBTQIA+ History Month is coming in October.

Tech: A large format printer has been ordered with City of Brookings IT funding. It will enable the printing of larger color documents such as posters. Support for both Windows 10 and Office 2019 will end in October, so Nancy Swenson is working on updating both staff and public computers. There is no cost to update to Windows 11 and heavily discounted Office 2024 licenses were purchased through TechSoup. A new laser printer has been ordered for the Maker Lab. The total was about \$6,200, and the Friends of the Library paid \$3,500 of the cost.

Other: On Sunday, August 24, Library staff gathered at Dakota Nature Park for the annual staff picnic. Qdoba and cupcakes were on the menu and a great time was had by all.

Other: Thanks to funding from the Friends of the Library, the old green tote bags for the book club books have been replaced with new teal tote bags. The new bags match the Library's color scheme and comfortably fit 5-6 copies of books in each bag.

Other: The Library has been re-accredited at Exemplary Status.

6. Old Business

7. New Business

7.1 Approval of Bills

The Library Board members reviewed the August 2025 bills, budgets, and expenditures. Denise Hall moved for approval. Kathy Miller seconded. Motion carried.

7.2 Policy Review

Ashia Gustafson reviewed the Acceptable Behavior Policy as well as the proposed updates to the Interlibrary Loan Policy and the Circulation Policy with the Library Board. Kathy Miller moved for approval. Denise Hall seconded. Motion carried.

7.3 Booked for Murder

The Booked for Murder book club had their times rearranged for summer programming, but are back to their regularly scheduled Monday evening time for the Fall.

8. Items Not on the Agenda

Kathy Miller asked if the Maker Space would be able to accommodate more attendees for future events as they fill up quickly and are unable to host all of the people who wish to participate. Ashia Gustafson said with the expansion of the Maker Lab, there may be opportunities for more participation, and she offered to run an analysis of patrons attending the Maker Lab events to determine if it is a mix of new and returning participants, or mostly returning participants, at each program.

The Library Board members discussed the possibility of gathering with state representatives in the near future. The Board requested the topic be added to October's meeting agenda for discussion.

8. Next Meeting: Thursday, October 16, 2025 at 11:45 AM in the Historical Room of the Brookings Public Library.

9. Adjournment

The Library Board meeting adjourned at 12:31pm.

Respectfully submitted,
Ashia Gustafson
Director of Library Services